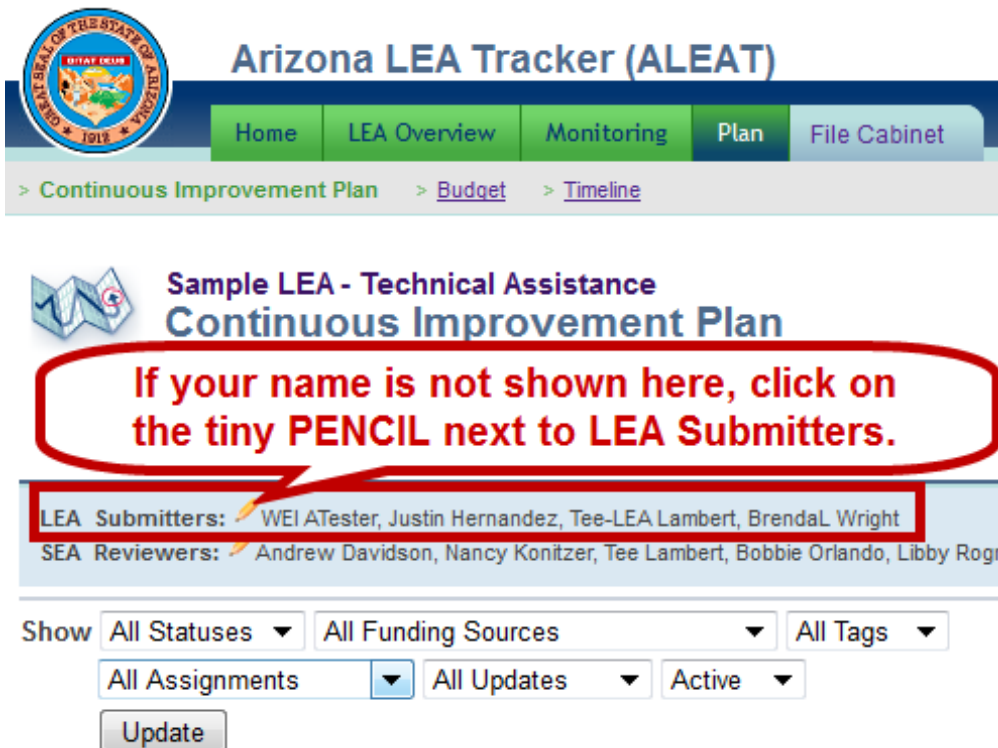


Submitting Goal 7 Technology Literacy

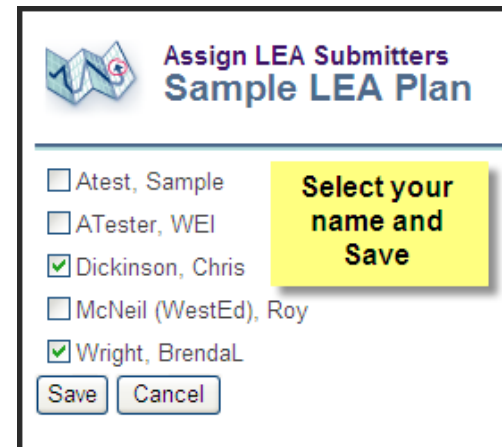
ALEAT - CONTINUOUS IMPROVEMENT PLAN

Once you are finished entering your SMART goal, strategies, and “TECH” tagged action steps for **Goal 7 Technology Literacy**, you may submit this goal to ADE for review and acceptance.

In order to submit Goals to ADE for review, you must be assigned as an LEA Submitter.



The screenshot shows the Arizona LEA Tracker (ALEAT) web application. At the top is the Arizona State Seal and the title "Arizona LEA Tracker (ALEAT)". Below this is a navigation bar with tabs: Home, LEA Overview, Monitoring, Plan, and File Cabinet. Under the "Plan" tab, there are links for "> Continuous Improvement Plan", "> Budget", and "> Timeline". The main content area is titled "Sample LEA - Technical Assistance Continuous Improvement Plan". A red speech bubble with a pencil icon contains the text: "If your name is not shown here, click on the tiny PENCIL next to LEA Submitters." Below this, a box lists "LEA Submitters: WEI ATester, Justin Hernandez, Tee-LEA Lambert, BrendaL Wright" and "SEA Reviewers: Andrew Davidson, Nancy Konitzer, Tee Lambert, Bobbie Orlando, Libby Rogn". At the bottom, there are filters for "Show All Statuses", "All Funding Sources", "All Tags", "All Assignments", "All Updates", and "Active", along with an "Update" button.



The screenshot shows the "Assign LEA Submitters Sample LEA Plan" interface. It features a list of submitters with checkboxes: "Atest, Sample", "ATester, WEI", "Dickinson, Chris" (checked), "McNeil (WestEd), Roy", and "Wright, BrendaL" (checked). A yellow callout box with a pencil icon says "Select your name and Save". At the bottom are "Save" and "Cancel" buttons.

Submitting Goal 7 Technology Literacy

ALEAT - CONTINUOUS IMPROVEMENT PLAN

From the **LEA Plan Overview**, locate the Technology Literacy goal. You will see the **Submit Goal** link inside the goal box.

(You will only be able to see this link if you have been assigned as an LEA submitter.)

The screenshot shows the 'Goal' section for '7 Technology Literacy'. It includes a 'STATUS: In Progress 11/5/2009' and a 'Submit Goal' link highlighted with a red box. A red callout bubble points to this link with the text 'Click on the "Submit Goal" link'.

You'll need to change the status to reflect as "Submitted" and then click on the SAVE button. Once this is completed, ALEAT will generate an email to notify ADE that the goal has been submitted.

The screenshot shows the 'Arizona LEA Tracker (ALEAT)' interface. The 'Update Goal Status' form has a 'Status: *' dropdown menu set to 'Submitted'. A red callout bubble points to this dropdown with the text 'Using the drop-down arrow, select "Submitted"'. Below the form, there is a 'Click Here' button, a 'Save' button, a 'Cancel' button, and a 'Return to Plan' link. The 'Status History' section is also visible at the bottom.